



# Job Posting

<b><i>Applications accepted from:</i></b>	<b>ALL PERSONS INTERESTED</b>
<b><i>Job Classification</i></b>	<b>HUMAN RESOURCES MANAGER</b>
<b><i>Posting Number</i></b>	<b>PN #108596</b>
<b><i>Department</i></b>	<b>INFORMATION TECHNOLOGY DEPARTMENT</b>
<b><i>Division</i></b>	<b>Administrative Services</b>
<b><i>Section</i></b>	
<b><i>Reporting Location</i></b>	<b>611 Walker*</b>
<b><i>Workdays &amp; Hours</i></b>	<b>All days, hours, holidays*</b>
	<b>*Subject to change</b>

**\*Subject to change**

### DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervises, trains, develops, motivates and evaluates the performance of staff in a functional area such as recruitment, hiring, training, employee relations, salary administration. Oversees and advises departmental managers regarding personnel matters. Prepares a variety of reports, projects and plans. Interprets, develops, implements and provides advice/counsel regarding policies and procedures to other managers. Other duties as assigned. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

## WORKING CONDITIONS

The position is physically comfortable, general office environment.

## MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, Human Resources, Education or a closely related field. A related Master's degree and four years of experience may substitute for the above requirements. Directly related professional experience may be substituted.

### MINIMUM EXPERIENCE REQUIREMENTS

Six (6) years of progressive professional experience closely related to the activities of the division, with at least three (3) of the years in a supervisory capacity.

## MINIMUM LICENSE REQUIREMENTS

None

## PREFERENCES

Proven writing skills. Knowledge of and experience with Microsoft Office software, OrgPlus and preparation of relevant reports, documents and spreadsheets. Knowledge of relevant employment laws and civil service rules.

### **SELECTION/SKILLS TESTS REQUIRED**

None.

### **SAFETY IMPACT POSITION**

☐ Yes      ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

### **Salary Range - Pay Grade 27**

\$1,678 - \$2,996 Biweekly      \$43,628 - \$77,896 Annually

**OPENING DATE**

January 25, 2006

**CLOSING DATE**

## Open Until Filled

## APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0225. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

### An equal opportunity employer